

Electronic Filing News

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What's New on our ECF Website?

<http://www.mnd.uscourts.gov/cmecf/index.htm>

Updated ECF Procedures Guides

In December 2006 the Criminal and Civil ECF Procedures Guides were updated with changes in how Pro Se Filings are handled and a list of additional documents filed under seal in criminal cases.

APPELLATE COURTS SOON TO BE USING ECF

Appellate courts are currently working with the Administrative Office on its version of ECF. They are in the process of testing, and converting existing data into the appellate ECF system. Attorney filing capability is not yet fully integrated into the appellate software, but this functionality is expected to become available this year. The Eighth Circuit does not have a projected live date.

Message from the ECF Project Team

This spring the U.S. District Court offered its first ever ECF Best Practices Seminar. The seminar provided Court staff an opportunity to explain common filing issues, upcoming changes to the ECF software and other important procedures related to electronic filing. The seminar also allowed attorneys and law firm staff with an opportunity to ask questions regarding electronic case filing in the U.S. District Court and share their own knowledge of electronic filing. The seminar participants enjoyed a visit from Judge John Tunheim for a discussion on ECF from a Judge's perspective. Thank you for your overwhelming response to this training program.



Pay.gov

The District of Minnesota is currently testing a feature in ECF called pay.gov. This feature will allow court customers to pay for filing fees with a credit card over the Internet at any time and review their Internet credit card transaction payment history. Pay.gov was first launched in September 2003 and is a branch of the Federal Reserve Bank and U.S. Treasury Department. Since its inception Pay.gov has processed over 7,966,295 transactions. This District is looking forward to the flexibility it will provide law firms and litigants for fee payments.

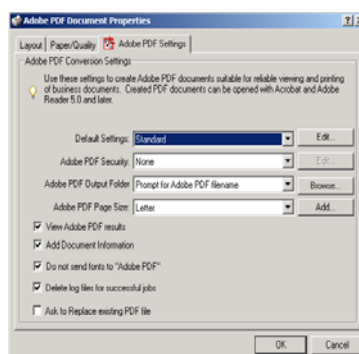


Technology Update

Just a reminder that with upgrades being available to the Adobe Acrobat software on a regular basis, it is necessary to ensure the documents being submitted

are compatible with previous versions of Adobe Acrobat. To ensure the Court and other ECF customers can view your documents on-line be sure to do the following when converting documents to PDF:

1. When converting the document to PDF using Adobe Acrobat, click on the **Properties** button in the Print dialog box. A window similar to the one on the right appears.
2. Click on the **Edit** button.
3. A file properties window should appear which includes a compatibility drop-down arrow. Be sure the Adobe Acrobat document you are creating is compatible with Adobe Acrobat 4.0 and greater.



Questions

Are affidavits of individuals filed as attachments to the memorandum in support of other filings or separate in ECF?

Affidavits are filed separately in ECF. Be sure to link the supporting document to the motion.

What event do I use to file the statement of case?

The statement of the case is under the **Other Documents** link in the **Civil** menu option. If you are not sure which menu option you should file a document under, click on the **Utilities** menu choice and click on the **Menu Break Down** link. A list of filing options appears. The nice thing about bringing the information up on-line is that you can click on the **Edit/Find** menu choice in the web browser to quickly find the filing event.

How do I file the local rule word count certificate?

File it as an attachment to the memorandum. There is a category or option available for describing this attachment in ECF.